

Dear Students, Below are your guidelines for your Time Management paper. Please note that it covers one of the most important keys to successfully managing the transition from high school to college and is the biggest assignment of the semester in terms of your grade at 40 points total.

Points:

- \*20 points for your paper (5 areas worth 4 points each - details, examples, and specifics are important)
- \*10 points regarding your reading of the scholarly article I attached along with the Time Monitor (5 questions, a point a piece)
- \*10 points for your 4 monthly calendars - Sept. Oct. Nov, Dec - and Time Monitor sheets (again, details matter).

Timeline: Final paper and all attachments (completed calendars -4- and Time Monitor) due during class on Tuesday, October 6th.

Note: NO late papers or attachments will be accepted - no exceptions!!!

In order to have time to write your paper, you should begin completing the Time Monitor no later than Saturday, Sept 26th and use it each day through Saturday, October 3rd. Then you would have, at the least, Sunday, Oct 4th and Monday, Oct 5th to write your paper. I would start sooner and would definitely have read the article on Time Management and answered the corresponding questions before the 26th.

Details: Time Management Paper. This paper is a reflection of your completed monthly calendars and Time Monitor. In your paper, please make sure to respond to the following prompts but feel free to also share any other thoughts, observations, concerns, questions, etc.

\*Prompts: 1 and 2 are based upon the monthly calendars

- 1) What weeks will be the busiest for you and why? What is your plan to manage those stressful time periods and complete your commitments?
- 2) What weeks seem to be the lightest and why? How do you plan to enjoy them?

\*Prompts 3 and 4 are based upon the Time Monitor

- 3) Overall, how would you describe your time management skills so far? What seems to be working so far and why and what is not working and why?
- 4) What surprised you the most about your time management so far (both good and bad) and what do you plan to do about that?

\*Prompt 5 is based upon the overall assignment

- 5) [Overall] What do you regard as your biggest challenge to successfully managing your time in college and how do you plan to meet that challenge? What can we do here at UT to help you with that task?

Article Review: This paper is an opportunity to read and analyze an academic, scholarly journal reflecting typical research that occurs at the collegiate level.

Please respond to these 5 prompts: 1) provide the details of this article including title, author(s), journal, publication date, and page numbers, 2) name at least 4 other researchers cited by the authors in this piece, 3) what do the authors want to investigate with their research project and what do they intend to explain in their paper, 4) describe the subjects of this study (5 details), and 5) Discuss what you think of their results and their Discussion of their results. Do you agree or disagree?

[Below are the directions posted to BB regarding the materials for this assignment:]

\*Dear students, I have posted the Time Monitor which you will need to complete each day for one week and then write a paper reflecting on your time management abilities. I have also posted a scholarly article about time management and its importance as a life skill for college students. Please read this carefully. I will post questions about the article that you will answer in your paper, as well.

This assignment (including completed Time Monitor, completed calendars for Sept, Oct, Nov, and Dec, and paper) will be due on Tuesday, Oct 6

\*Dear students, Here are the calendars for this fall term. Please print each and bring all 4 with you to class on Tuesday, Sept 22 along with your Daily schedule (syllabus) from each class. If you use a planner - whether it is on your phone, computer, the one in the book, or your own - please bring that to class, as well.

Blank monthly calendars for Sept/Oct/Nov/Dec are posted as well as the fall final exam calendar.